



## **KIDDIE HALL CHILD CARE CENTER**

### **PRE-ENROLLMENT PROCEDURES**

#### **Priority Enrollment**

Your child is eligible for priority enrollment at Kiddie Hall if you are an employee of the City of San Diego. City of San Diego employees have first priority, then employees of the Comerica Building at 600 B Street in San Diego, followed by the public. The employee must be the parent or legal guardian of the child or children named on the application in order to have priority enrollment. Kiddie Hall will serve up to 150 children, ages 0 – 5 years and will also offer school-age drop-in care.

#### **Application Procedures**

Eligible employees will be required to submit an application listing each child to be considered for placement in the center. The applications must be accompanied by a \$150 application fee per child, or \$200 per family, which will serve as the initial registration fee. There is an annual materials fee of \$100 per child or \$150 per family, which will not be due until August, 2003.

Only one application per City family will be accepted. If both parents are eligible City employees, only one application may be submitted. Any family submitting more than one application will be disqualified from enrollment unless there are any unfilled spaces. Following the due date for the application (September 16, 2002), families will be notified regarding placement of child(ren) in the center or, if no spaces are available, their placement on the official wait-list. Please note that placement on the informal wait-list maintained by Deb Ferrin's office does not ensure placement in the center or on the official wait-list; a completed pre-enrollment application and a check for the initial registration fee must be submitted in order to be officially enrolled or placed on the official wait-list.

Families may apply up to one (1) year prior to their desired enrollment date or, in the case of newborn infants, upon verification of pregnancy. The desired enrollment date must be indicated at the time the application is submitted. Children who are available to start as of November 2002 will be given priority over children with a later start date. On an ongoing basis, children who are available to start will be given priority over children who are not available to start.

#### **Selection Procedures**

If there are more applications than there are available spaces for any age group in the center (i.e., infants and toddlers) a lottery within the priority group may be necessary to select children. If an application is drawn and that age group is filled, the application will be placed on the official wait-list based on a lottery number.

Knowledge Beginnings will strive to ensure that all siblings in a family applying for enrollment in Kiddie Hall are placed in the center. Should a lottery be required, as applications are randomly drawn, all the children in that family may enroll unless an age group has already been filled. A sibling of a child who was selected and whose age group is filled will be given priority on the official wait list over children who do not have enrolled siblings. Children will continue to have sibling priority as long as a sibling is currently enrolled.

If a child is selected and the parent elects not to enroll the child, both their deposit and space will be forfeited. Parents will have 10 calendar days from the time notification is sent to indicate their acceptance of the space or else the space will be forfeited. Forfeited spaces are treated as new openings and will be filled from the official wait-list. Application fees are only refundable if the child's application is withdrawn by the parent any time prior to notification that there is an available space. Forfeited application fees cannot be used for future reapplication.

## **Drop-in Care for School-age Children**

Drop-in care will be offered on a space-available basis at \$20 per day/\$90 per week for school age children during extended school closures, such as vacation breaks, summer and off-track periods. Pre-registration application and a 24-hour notice are required, along with an annual \$50 registration fee, which is non-refundable. For families interested in only school-age drop-in care during school breaks, it is not necessary to pre-enroll at this time.

## **Hours/Days of Operation**

Open 6:30 a.m. to 6:00 p.m., Monday – Friday. The center will be closed on City holidays.

## **Tuition Payments**

The tuition schedule has been established to provide your child with the highest quality care at the most reasonable cost to you. Our fee is payable in advance of the date of service. Therefore, your fee shall be payable by Friday of the week prior to the week of service. Non-payment of will result in a late payment fee of \$12 and mandatory withdrawal of your child(ren) from the center if payment is not received by Tuesday. There will be no refunds or credits given for absence, vacation or illness, regardless of duration. Enrolled families are eligible for two weeks of vacation at half price tuition.

<b>Age Group</b>	<b>Weekly City Rates</b>	<b>Weekly Non-City Rates</b>
Infants	\$166	\$196
Toddlers	\$162	\$190
Twos	\$138	\$162
Preschool	\$116	\$137
Pre-kindergarten	\$116	\$137
School Age	\$90	\$104

## **Withdrawals**

In order to serve as many families as possible, we require one-month notice for withdrawal.

## **Returned Checks**

There is a fee of \$25 for each returned check. If more than two checks are returned, cashier's checks or money orders will be required for future payments.

\*Kiddie Hall is a project of the City of San Diego's Community and Economic Development Department.

Application No.



Date Received

**KIDDIE HALL\***  
**PRE-ENROLLMENT APPLICATION**

To submit your application, please provide the following information and return this form along with an application fee of **\$150 per child** or **\$200 per family** to the address at the bottom of the page by **September 16, 2002**.

**Children's Information:** Please provide the following information about all children you wish to enroll in Kiddie Hall. Please list your oldest child first.

	CHILD'S NAME		DATE OF BIRTH or EXPECTED DUE DATE	DESIRED START DATE	FULL-or PART-TIME	If Part-time: MWF or TTH
	Last	First				
Child 1						
Child 2						
Child 3						

**Parent Information:**

Mother's Name (or Parental Guardian) \_\_\_\_\_  
Last First

Eligible City Employee \_\_\_\_\_ Employee at Comerica Building \_\_\_\_\_ Public \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Home Address \_\_\_\_\_  
Street City Zip

E-mail Address \_\_\_\_\_

Father's Name (or Parental Guardian) \_\_\_\_\_  
Last First

Eligible City Employee \_\_\_\_\_ Employee at Comerica Building \_\_\_\_\_ Public \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Home Address \_\_\_\_\_  
Street City Zip

E-mail Address \_\_\_\_\_

Please send this application with the appropriate application fee to:

**Knowledge Beginnings**  
9133 South La Cienega Blvd., #220  
Inglewood, CA 90301

**E-mail: [familyservices@knowledgebeginnings.com](mailto:familyservices@knowledgebeginnings.com)**

**Telephone: 310-348-9548**

**For office use only**

Eligibility Verified (Y/N) \_\_\_\_\_ Random Number \_\_\_\_\_ Status \_\_\_\_\_

Date reply sent \_\_\_\_\_ Acceptance of enrollment \_\_\_\_\_

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